

To renew your CPMD registration, please follow the steps below:

1. Log in to [ALECS](#)
2. Click on Manage My Business (left hand column)
3. Click on "Renew Registration" under the Registration heading
4. Select "Crafted Precious Metals Dealers" from the drop down menu at the top
5. Read the notice carefully. If the statement applies check the box(es). If the statement does not apply leave the check boxes blank and click Update and Continue
6. Click the box(es) of the registrations(s) you need to renew
7. Check the "I accept the terms and conditions." box
8. Click Registration Renewal and complete the payment information (***Accepted forms of payment include check and card***)

If your registration does not come up when following the steps above, click on "Dashboard" "My business Transactions" tab to see if there are not any initiated transactions there. If there are, you will need to delete these initiated transactions in order to be able to complete the renewal. If you need to modify your principal parties, we strongly recommend that you complete the renewal before you submit the principal transaction.

If you are unable to complete the renewal after following the steps above, please email us at licensing@occc.texas.gov.

2021 RENEWAL RATES

Each Permanent Registered Location: \$50

CRAFTED PRECIOUS METALS REGISTRATIONS NOT RENEWED BY DECEMBER 31, 2021 WILL EXPIRE

Frequently Asked Questions

Do I print my registration?: Click on Manage My Business, click "Print Registration". Select "Crafted Precious Metals Dealer" from the "Registration Type" drop down at the top and then select the circle next to the registration you want to print and click on "PDF To Print".

(OCCC CPMD certificates do not display an expiration date. You do not need to print a new one unless you do not already have it on display at the place of business.) If your county needs to confirm your registration status, an advanced search ([link found at the top right hand corner of ALECS](#)) can be conducted using your registration number without having to create an account.

How do I confirm my renewal?: Click on "Dashboard" from the menu on the left and from the "My Business Tab" you can view the renewed date. If the date is 12/1/2021 or after you are renewed for the 2021-2022 fiscal year.